

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 13, 2007

5 Page Document

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| TITLE: | Fiscal Bureau Chief |
| POSITION NO: | 07027 |
| LOCATION: | Senior & Long Term Care Division, Helena |
| STATUS: | Full-Time/Permanent |
| UNION: | Non |
| PAY GRADE: | Pay Plan 20, Pay Band 7 |
| STARTING SALARY: | \$51,705 - \$64,631 annually. Depending on qualifications and internal equity. |
| SUPPLEMENT: | Yes |

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Long hours and stressful conditions are often necessary just prior to and during the legislative sessions and at fiscal year end.

TYPICAL DUTIES: This position is responsible for the overall fiscal management of the Senior and Long Term Care Division. Duties include Executive Planning Process (EPP) budget development for presentation to the legislature; management of annual division budget; oversight of division expenditures in accordance with appropriations and legislative intent; development of Medicaid cost projections for the nursing facility, personal care, home health, hospice, and home and community based services program. This position provides supervision and direction for one Financial Specialist and two division support staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of appropriations process; budgeting and accounting principles; Medicaid programs, payment methods, and reporting tools; and statistical modeling techniques to project costs into the future. Experience using Statewide Accounting, Budgeting, and Human Resource System (SABHRS) is preferred.

Skills: Skill in analyzing and solving complex problems.

Abilities: Ability to work with the public, legislators, lobbyists, and program personnel, any of which may not be familiar with accounting, budgeting, and/or cost modeling techniques and conclusions; and present complex information in a manner that is easily comprehended and understood by non-technical individuals.

EDUCATION/EXPERIENCE REQUIRED: Master's degree in economics, business administration, accounting, or finance **AND** five years of job-related work experience **OR** Bachelor's degree in same fields **AND** seven years of job-related work experience. The ideal candidate will be well-acquainted with spreadsheet tools such as pivot tables and possess the ability to manipulate large amounts of data within both database and spreadsheet environments. A Master's degree is highly preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Fiscal Bureau Chief

Position: #07027

Location: Senior & Long Term Care Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please provide a summary of the budget management responsibilities you have previously had. In your response, please include the size of the budget managed, type of programs managed, number of staff managed, and the scope of decision making authority you had. **Please limit your response to no more than one typewritten page.**